ClaimWrit

DEMAND PACKAGE SUBMISSION CHECKLIST

Incident & Liability Information

To establish liability and case context, please include:
☐ A fully completed client intake sheet detailing how, when, and where the injury occurred
☐ Copies of all police, incident, or accident reports (with report numbers)
☐ Photographs or video of the scene, property damage, and visible injuries (if available)
☐ Names, contact information, and insurance details for all involved parties and witnesses

Medical Records & Treatment Summaries

Comprehensive medical documentation is critical for proving causation and damages:
☐ All emergency room and hospital records from the date of accident forward
☐ Clinic or physician office visit notes and summaries for every provider seen
☐ Imaging reports (MRI, CT, X-ray) and corresponding radiology interpretations
☐ Physical therapy, chiropractic, pain-management, and other therapy records, including modalities rendered
☐ Detailed billing statements or itemized invoices for each provider
☐ Prescriptions with dosages and accompanying pharmacy receipts or billing ledgers
☐ Any impairment ratings, specialist evaluations, or future care recommendations not already included above

Financial & Employment Documentation (If Applicable)

To quantify economic losses, please provide:
☐ Pay stubs or employer verification showing lost wages or reduced earnings
☐ Tax returns or profit-and-loss statements if self-employed
☐ Receipts for out-of-pocket expenses (mileage, medical supplies, assistive devices)
☐ Documentation of property damage expenses (repair estimates, rental vehicle invoices)

Insurance & Claim Forms

Ensure coverage and authorizations are in place:
☐ Copies of all insurance correspondence (demand letters, reservation-of-rights, coverage denials)
☐ Insurance policy declarations pages for all potentially responsible carriers
☐ At-fault party insurance declarations and uninsured/underinsured motorist coverage, if applicable
☐ Signed medical record authorizations and HIPAA release forms
☐ Any signed lien or subrogation reimbursement forms

Coordination & Communications

To track negotiation history and obligations, include:
☐ A list of all attorneys or representatives contacted, with dates and summaries of communications
☐ Copies of any settlement offers or demands already exchanged
☐ Documentation of any pre-settlement loans funded

***Please confirm that every document is legible, complete, and organized chronologically.**

****If we discover any missing medical providers or records, we'll notify you immediately so your office can send the required HIPAA authorizations to obtain any outstanding medical notes or billing ledgers.**